



## **Recreation Intern**

Volunteer Position

*Open Until Filled*

**DEPARTMENT:** Recreation & Community Services

**LOCATION:** Centennial Recreation Center

**TERM OF ASSIGNMENT:** May – September, 2010 (flexible)

**HOURS PER WEEK:** 20 – 35, flexible schedule

**COMPENSATION:** Volunteer

### **ABOUT THE DEPARTMENT**

The Recreation and Community Services Department's (RCSD) mission is *"to continuously provide quality facilities and services that enrich our community through recreational activities, programs and events."*

The RCSD is responsible for implementing a wide range of recreation and leisure services desired in the community including classes, special events, and community programming. Since the adoption of the City Parks, Facilities, and Recreation Programming Master Plan in January 2001, the City has opened the Community and Cultural Center (2002), Aquatics Center (2004), Centennial Recreation Center (2006), Outdoor Sports Center (2007) and Skate Park (2009).

Community awareness of service level offerings is a priority for the entire Recreation and Community Services team. Enhanced marketing efforts are being implemented to increase awareness, attract new participants, and retain current facility members and program participants.

### **EXAMPLES OF DUTIES**

The projects and work assignments assigned to this position will include: Skate Park marketing & promotions, event coordination, recreation facility operations manual updates, and evaluations of programs.

### **QUALIFICATIONS**

- Undergraduate or graduate course work in Recreation and Leisure Studies, Park Management or Public Administration preferred
- Effective oral and written communication skills, good computer skills, and an understanding of basic principles of recreation programming desired
- Successful completion of a Department of Justice criminal records history check, reference check, and drug screen required prior to hire

### **APPLICATION PROCESS**

**Submit Application, Resume, and Cover Letter to:**

City of Morgan Hill  
Human Resources Office  
17555 Peak Avenue  
Morgan Hill, CA 95037

### **WORKFORCE DIVERSITY**

The City of Morgan Hill supports work force diversity. Women, minorities and individuals with disabilities are encouraged to apply.